

STANDARD FORM 10  
MARCH 1959  
U.S. CIVIL SERVICE COMMISSION  
F.P.M. CHAPTER 7-1

TRAINING REPORT  
SECTION 18(a)(2)  
GOVERNMENT EMPLOYEES TRAINING ACT  
(Public Law 85-507)

Date \_\_\_\_\_

## INSTRUCTIONS

This form will be a separate attachment to each Department's annual report of training, as required by the Government Employees Training Act, and will be used only for reporting the information required by section 18(a)(2) of the Act and by section 39.207(b)(2) of the Civil Service Commission's Training Regulations.

This form will be prepared in sufficient quantity for three (3) copies to reach the Civil Service Commission, not later than September 1 of the fiscal year following that covered in the report.

1. REPORTING DEPARTMENT OR AGENCY (*Organization preparing form*) 2. LOCATION (*If outside Washington, D.C., metropolitan area*)

The person named below (not a student in a work-study program) received more than one hundred twenty days of training, as indicated, by, in, or through a non-Government facility during the fiscal year \_\_\_\_\_

3. NAME (Last) (First) (Initial) 4. GRADE

5. TITLE

6. DUTY STATION AT TIME OF ASSIGNMENT TO TRAINING

7. PRIMARY DUTIES

8. TRAINING FACILITY (*Identify each facility, group, or person providing training*)

9. TITLE OF TRAINING COURSE AND PLACE GIVEN

10. NUMBER OF TRAINING DAYS (*8 hours of training equal 1 training day*)

11. TRAINING CATEGORY ☐ PROFESSIONAL OR SCIENTIFIC ☐ SUPERVISORY OR MANAGEMENT  
☐ TECHNICAL ☐ OTHER

12. COST TO GOVERNMENT	TUITION	RELATED FEES	TRANSPORTATION	TRAVEL EXPENSE	TOTAL
				PER DIEM	
(Complete all items)	\$	\$	\$	\$	\$

13. STATE BRIEFLY THE RELATIONSHIP OF THE CONTENT OF THE TRAINING COURSE TO THE EMPLOYEE'S OFFICIAL DUTIES

STANDARD FORM 11  
MARCH 1959  
U.S. CIVIL SERVICE COMMISSION  
F.P.M. CHAPTER T-1

CONTRIBUTIONS AND AWARDS REPORT  
SECTION 18(a)(3)  
GOVERNMENT EMPLOYEES TRAINING ACT  
(Public Law 85-507)

Sheet \_\_\_\_\_ of \_\_\_\_\_

Date \_\_\_\_\_

INSTRUCTIONS

This form will be a separate attachment to each Department's annual report of training, as required by the Government Employees Training Act, and will be used only for reporting the information required by section 18(a)(3) of the Act and by section 39.207(b)(3) of the Civil Service Commission's Training Regulations. Section 18(a)(3) pertains to those contributions and awards from non-Federal organizations in connection with training that employees receive in non-Government facilities either (a) partially or wholly during

periods they are on duty, or (b) at such times as their Departments pay part or all of the expenses of such training. This form is a cover sheet for the annual report of contributions and awards, and will be prepared in sufficient quantity for three (3) copies to reach the Civil Service Commission, not later than September 1 of the fiscal year following that covered in the report. If additional pages are needed, blank sheets of paper may be used. Each sheet should be numbered and should contain the name of the agency reporting and the report date.

1. REPORTING DEPARTMENT OR AGENCY (*Organization preparing form*)

2. LOCATION (*If outside Washington, D.C., metropolitan area*)

The persons whose names are listed below received contributions and awards incident to training in non-Government facilities during the fiscal year \_\_\_\_\_:

3. LAST NAME FIRST INITIAL  
(*List in alphabetical order*)

4. AWARD TITLE

5. NAME AND ADDRESS OF ORGANIZATION  
SELECTING RECIPIENT AND ADMINIS-  
TERING AWARD

(OVER)

(Continued)

3. LAST NAME                      FIRST                      INITIAL  
(List in alphabetical order)

4. AWARD TITLE

5. NAME AND ADDRESS OF ORGANIZATION  
SELECTING RECIPIENT AND ADMINIS-  
TERING AWARD